

PROPOSED ANNUAL COST REIMBURSEMENT BUDGET		
Proposer: _____		
BUDGET LINE ITEMS		TOTAL
A.	Personnel Costs	
1.	Total All Salaries	
2.	Total Fringe Benefits	
3.	Staff Travel/Per Diem	
4.	Staff Training	
5.	Temporary Staffing	
	A. Subtotal: Personnel Costs	
B.	Non-Personnel Costs	
1.	Supplies/materials	
2.	Printing/Reproduction	
3.	Membership & Subscription	
4.	Other (List on Back-Up Sheet)	
	B. Subtotal: Non Personnel Costs	
C.	Insurance	
1.	General Business Liability	
2.	Fidelity Bonding for Responsible Staff	
3.	Auto/Vehicle Coverage	
4.	Property Insurance	
5.	Umbrella	
6.	Other (List on Back-Up Sheet)	
	C. Subtotal: Insurance	
D.	Equipment/Furniture	
1.	Equipment/Furniture	
2.	Maintenance/Repair	
	D. Subtotal: Equipment/Furniture	
E.	Contractual Services	
1.	Accounting / Bookkeeping	
2.	Audit Services	
3.	Consulting Services	
4.	Legal Services	
5.	Other Costs: (Itemize and explain on Budget Back-Up Sheet)	
	E. Subtotal: Contractual Services	
F.	Indirect Costs	
1.	Indirect Costs	
	F. Subtotal: Indirect Costs	
G.	Profit	
1.		
H.	Pass Through Funds	
1.	Tuition - Skills Training ITA's	
2.	Tuition - Short Term Prevocational ITA's	
3.	Job Seeker Incentive Payments	
4.	Support Services - transportation	
5.	Support Services - other	
	J. Subtotal: Pass Through Funds	
	GRAND TOTAL - including pass through funds	
I.	Matching - In Kind Provided	
1.	TOTAL - Matching - In Kind Provided	